



TAMIL NADU GOVERNMENT GAZETTE

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Part III—Section 1(b)

Service Rules including Ad hoc Rules, Regulations, etc.,
issued by Secretariat Departments.

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NOTIFICATIONS BY GOVERNMENT

RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT

Amendments to the Service Rules for the Tamil Nadu State Election Commission

*[G.O. Ms. No. 183, Rural Development and Panchayat Raj (PR-1(1)), 16th December 2024,
மார்க்டி 1, குரோதி, திருவள்ளுவர் ஆண்டு-2055.]*

No. SRO B-4/2025.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Service Rules for the Tamil Nadu State Election Commission.

AMENDMENTS.

(1) In the said Rules,-

- (1) the term 'Telephone Operator *cum* Receptionist' wherever it occurs, shall be deleted;
- (2) rule 7 shall be substituted with the following:-

"7. Tests and Training.— Every person appointed to the post and method of appointment mentioned in column (2) & (3) in the Table below shall, within the period of probation, pass the Tests and Training mentioned in column (4) thereof:

TABLE

Sl. No.	Name of the Post	Method of appointment	Tests & Training	
(1)	(2)	(3)	(4)	
1.	Junior Assistant	By direct recruitment, by promotion and by recruitment by Transfer	(i)	Special Test on Government Office Manual;
			(ii)	Foundational Training for two months at Bhavanisagar.
2.	Assistant	By Direct Recruitment	(i)	Special Tests on (a) Government Office Manual; (b) Account Test for Sub-Ordinate Officers (Part – I); (c) Tamil Nadu Panchayat Act, 1994 and Tamil Nadu Panchayats (Elections) Rules, 1995; and (d) Tamil Nadu Urban Local Bodies Act, 1998 and Tamil Nadu Urban Local Bodies Rules, 2023.
		By recruitment by transfer	(ii)	Foundational Training at Bhavanisagar.
			(i)	Special Tests on (a) Tamil Nadu Panchayat Act, 1994 and Tamil Nadu Panchayats (Elections) Rules, 1995; and (b) Tamil Nadu Urban Local Bodies Act, 1998 and Tamil Nadu Urban Local Bodies Rules, 2023.
			(ii)	Foundational Training at Bhavanisagar, if not already completed in the previous post.

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(2) In the said Rules,- in rule 8, the expression, "for different categories of posts in the Commission" shall be substituted with the expression "for direct recruitment".

(3) In the said Rules,-

The term "General Rules for Tamil Nadu State and Subordinate Services" wherever it occurs, shall be substituted with the term "Tamil Nadu Government Servants (Conditions of Service) Act, 2016".

(4) In SCHEDULE, in the TABLE

(i) for the entries in Column (3) and (4) against Sl.Nos.12, 14 and 15 under Column (1) thereof, the following entries shall, respectively, be substituted, namely:-

<i>Category</i>	<i>Method of Recruitment</i>	<i>Qualification</i>
(1)	(2)	(3)
Junior Assistant 19500-62000 (Level 8)	<ol style="list-style-type: none"> 1. By Direct Recruitment through Tamil Nadu Public Service Commission. 2. By promotion from the holders of the post of Record Clerk; or 3. By recruitment by transfer from the holders of the post of Office Assistant; or 4. By recruitment by transfer from any other service 	<p>Must possess Minimum General Educational Qualification</p> <p>(i) Minimum General Educational Qualification;</p> <p>(ii) Must have put in a service of not less than 7 years in the lower categories;</p> <p>(iii) Training in clerical work for a period of three months with the Junior Assistant for a duration of two hours a day;</p> <p>(i) Minimum General Educational Qualification;</p> <p>(ii) Must have put in a service of not less than 7 years in the lower categories;</p> <p>(iii) Training in clerical work for a period of six months out of which three months with the Record Clerk and three months with the Junior Assistant for a duration of two hours a day;</p> <p>Must possess Minimum General Educational Qualification</p>
Assistant 20600-65500 (Level 10)	<ol style="list-style-type: none"> 1. By Direct Recruitment through Tamil Nadu Public Service Commission 2. By promotion from the holders of the post of Junior Assistant / Typist in the Tamil Nadu State Election Commission 3. By recruitment by transfer from any other service if qualified persons are not available in Method 1 and 2 above 	<p>A degree from any University recognized by the University Grants Commission.</p> <p>(i) Must be an approved probationer in the category of Junior Assistant or Typist</p> <p>(ii) Must have passed</p> <p>(1) Government Office Manual</p> <p>(2) Account Test for Sub-Ordinate Officers (Part-I)</p> <p>(3) Tamil Nadu Panchayat Act, 1994 and Tamil Nadu Panchayats (Elections) Rules, 1995.</p> <p>(4) Tamil Nadu Urban Local Bodies Acts, 1998 and Tamil Nadu Urban Local Bodies Rules, 2023.</p> <p>(i) A degree from any University recognized by the University Grants Commission.</p> <p>(ii) Must have put in a service of not less than five years in the category of Assistant in other Department</p> <p>(iii) Must have passed</p> <p>(1) Government Office Manual</p> <p>(2) The Account Test for Sub-Ordinate Officers (Part-I)</p> <p>Provided that appointment to the post of Assistant shall be made by Direct Recruitment and by promotion in the ratio of 6:4 respectively.</p>

<p>Personal Clerk 20600-65500 (Level 10)</p> <p>By recruitment by transfer from any other service</p>	<p>1. By Direct Recruitment through Tamil Nadu Public Service Commission</p> <p>(or)</p>	<p>(i) A degree from any University recognized by the University Grants Commission.</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting:- both by Higher / Senior Grade in Tamil and English and (iii) Must have passed the Government Technical Examination in Shorthand:- both by Higher / Senior Grade in Tamil and English.</p> <p>Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below will be considered for selection namely:-</p> <p>(a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher / Senior Grade and Typewriting and Shorthand in English both by the Lower / Junior Grade.</p> <p>(b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher / Senior Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.</p> <p>(iv) Certificate course in Computer on Office Automation awarded by the Technical Education Department.</p> <p>Note: Candidates who do not possess the qualification in "Computer on Office Automation" conducted by the Technical Education Department may also apply. If selected they should acquire such qualification within the period of their probation. Must be an approved Probationer in the Pay level-10</p> <p>(i) A degree from any University recognized by the University Grants Commission.</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting:- both by Higher / Senior Grade in Tamil and English. and (iii) Must have passed the Government Technical Examination in Shorthand:- both by Higher / Senior Grade in Tamil and English.</p> <p>Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below will be considered for selection namely:-</p> <p>(a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher/Senior Grade and Typewriting and Shorthand in English both by the Lower/Junior Grade.</p> <p>(b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher/Senior Grade and Typewriting and Shorthand in Tamil both by the Lower/Junior Grade.</p> <p>(iv) Certificate course in Computer on Office Automation awarded by the Technical Education Department.</p> <p>Note: Candidates who do not possess the qualification in "Computer on Office Automation" conducted by the Technical Education Department may also apply. If selected they should acquire such qualification within the period of their probation.</p>
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GAGANDEEP SINGH BEDI,
Additional Chief Secretary to Government.